PROPOSAL WORK PLAN

GRANT PERIOD: FROM____/____/____TO____/____/____   GRANTEE: _____

HIGH LEVEL OUTCOME:

ACTIVITIES/SERVICES *What the project will do.* *Explain relation to the outcomes.*	RESPONSIBLE STAFF/PARTNER *List position titles*	OUTPUT *What the project produces.* *Frequency of service,* *numbers served, begin and* *end dates.*	OUTCOMES *Qualitative results from the* *activity.* *What difference will the* *service make?*	EVALUATION **Performance Measures** *Qualitative and Quantitative* *Measures*

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Instructions for Completing Proposal Work Plan

Each project should have one or more outcomes. Outcomes are the changes or benefits to those receiving services that occur because of the project activities. They may include, but are not limited to, a change or benefit in behavior, knowledge, skills, attitude, values, or condition. Expected outcomes must be listed and numbered and each outcome must include the performance measurement that will be used to determine that the outcome has been accomplished. Applicants establish the number of outcomes for their project. Add or delete the number of outcomes as needed.

Performance Measurement is a system for measuring the *results* of public programs. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had i.e. *what effect or change has resulted from dollars invested and how a person's life or community has been changed.*

Performance measurement starts with "the end in mind" e.g. what do you want to occur as a result of your service?

Performance measurement consists of:

High level outcomes: Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intended to achieve. (e.g., to reduce child abuse and neglect.)

Activities: List the key activities/initiatives proposed to achieve the goal(s) and objective(s) of the grant program.

Staff Responsible: Indicate the staff or organizations responsible for carrying out each activity/initiative.

Output: An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes.* (e.g. the number of parents participating in parent education classes or the number of community presentations.)

Outcomes: Interim improvements in participant's or community progress towards a high level outcome. Interim outcomes reflect a more immediate or direct effect the proposed project is intended to achieve. Outcomes typically address changes in participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to a change or benefit in behavior, knowledge, skills, attitude, values, or condition.

Outcome Measures: Documents the condition of clients after a service has been provided (e.g. increased skills, modified behavior, improved condition). Outcome measures address *qualitative outcomes.*

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

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<u>Example</u>:

Strategy	Agency "x" will provide parenting classes for parents known to CPS
↓	
Staff Responsibe	John Doe
↓	
Output	6 weeks, 2 hour sessions for 10-12 participants, during the period of 6/01/07 – 7/15/08
↓	
Interim Outcome	Parents will use redirection, positive reinforcement & praise to promote desired behavior
↓	
Outcome Measure	80% of parents completing course will use redirection, praise and positive reinforcement as measured by "x" instrument.